

Costume Designer

Job Title: Costume Designer Designer
(Exempt Salaried position)

Department: Production

Reports to: Production Manager

Job Summary:

The Costume Designer's main responsibility is to design and build the majority of the productions in Civic's Mainstage Season, while taking an active role in overseeing the organization's programming where costume needs may be required. The Costume Designer works collaboratively with the Production Manager, Volunteer Coordinator, Artistic and Executive Directors to determine the needs of the organization and ensure that all programs are meeting the expectation of high quality process and product. Ideal candidates will have a positive approach to problem-solving, and demonstrate a commitment to Civic's Mission, Vision, and Core Values, and enjoy working collaboratively with staff, independent contractors, volunteers, and students.

Responsibilities:

- Designs and oversees build for 4-5 full productions in the Civic Season: meets with key collaborators, provides communication tools such as sketches and research, attends all production meetings, attends at LEAST one designer run of each show, attends all dress rehearsals, and manages the Civic costume shop and costume shop volunteers.
- Assists any contracted costume designers with the needs for Civic's Ten for All Playwriting Festival, Education Department Productions, and any special events throughout the Season (such as fundraising events, volunteer recognition, etc).
- Works with the Production Manager to determine needs of each production and event, and proactively plans for the needs of the season and other events.
- Works with the Production Manager and Artistic Director to determine the hair/makeup/wig needs of a show and actively participates in hiring the needed staff.
- Works with the Volunteer Coordinator to determine the Costume Crew/Dressers needed for each show and proactively fill positions and assure new volunteers receive the necessary training to succeed.
- Works with Volunteer Coordinator to supervise and train volunteers in the costume shop, and collaborates with the Volunteer Coordinator and other staff members to ensure volunteers are receiving a superior experience in the costume shop and on costume/hair/makeup crews.
- Works with the Marketing Department to provide needed costumes for marketing materials.
- Provides assistance to Stage Managers and Costume Crew/Dressers as needed during the run of a show. When Costume Crew and Stage Manager cannot make emergency costume repairs, arranges to have emergency repairs addressed before the next show.

- Facilitates costume rentals to local theatres and schools as time permits.
- Maintains costume shop stock.
- Attends and participates in key Civic events such as: Opening Nights, Volunteer Recognition, Year End Board Meeting, Crew Training, and Fundraising events.
- Participates in planning and strategic visioning for the Organization.
- Teaching opportunities in the School of Theatre Arts and Young Artist Studio may be available for additional compensation.

Requirements:

- 3-5 years design experience with a wide variety of genres, styles, and budgets: Classic and Contemporary Musical Theatre, Classic and Contemporary Plays, New Works, etc.
- Must be a strong collaborator and able to communicate designs effectively through the use of technology, sketches/drawings, etc.
- Must be proficient in sewing, patterning, cutting and draping fabric.
- Must have experience managing a costume shop and/or teaching sewing skills.
- Though not a REQUIREMENT, candidates with proficiency in any of the following areas are encouraged to highlight those skills in their application materials: Millinery, Makeup Design, Hair and Wigs, Specialty Character Creation (like *Beauty and The Beast*, *Shrek*, and other fantasy/mythical creatures).

Attributes:

- Strong written and verbal communication skills
- Positive approach to problem solving
- Collaborative Spirit
- Deadline Driven
- Enthusiastic about learning new skills
- Ability to multitask
- Values mentorship and education when working with volunteers and students
- Ability to delegate and oversee projects

Compensation:

- This is a year-round, full time exempt position
- Salary Range: \$45,000 - \$50,000
- Medical, Dental and Vision Insurance selections underwritten at 80-100% of plan cost
- Paid time off
- Parking subsidy
- Access to other benefits

How to Apply:

Interested applicants should send a cover letter, resume, and work samples (via email, google drive, website link, etc) to a.paris@grc.org with the subject line: Costume Design Application.

Civic will begin reviewing applications on July 15th and continue until the position is filled. Start date is negotiable, but could be anytime between September 2022-March 2023.

Grand Rapids Civic Theatre is an Equal Opportunity Employer.

About Grand Rapids Civic Theatre

Established in 1925, the Grand Rapids Civic Theatre and School of Theatre Arts is one of the oldest and largest community theatres in the nation. We are in the heart of our community in Downtown Grand Rapids, Michigan, and are one of the pillars of the performing arts and cultural fabric of our community.

OUR MISSION

To entertain, educate and engage the West Michigan Community through the power of live theatre.

OUR VISION

We are continually working to ensure that the Grand Rapids Civic Theatre remains one of the great community theatres in the nation, through the passionate delivery of high-quality live performance, innovative and comprehensive education, enriching volunteer participation, and a welcoming customer experience.

Diversity, Equity, and Inclusion

We are committed to embedding diversity, equity, and inclusion into everything we do for our staff, volunteers, guests, and that we contribute to the broader arts community.

OUR HISTORY

Born in the Roaring Twenties, the “Civic Players” began producing four plays annually in the St. Cecilia Auditorium in downtown Grand Rapids, Michigan. In 1935, the organization officially changed its name to the Grand Rapids Civic Theatre, and soon had over 1,600 season ticket holders and drew audiences of over 4,000 to each of six shows annually. The theatre continued to maintain itself through decades of economic and social changes.

During the 1960s, the Civic Theatre experienced unprecedented growth and emerged as one of the country’s strongest community theatres. By the end of the decade, in a cooperative venture with the Grand Rapids Public Schools, the Civic began offering theatre classes to young people and further strengthened its position in the community.

Today, the Grand Rapids Civic Theatre and School of Theatre Arts is the 5th largest community theatre in the country. We produce nine mainstage productions each year with the help of over 800 talented volunteers who do everything from singing, dancing, and acting to building sets, sewing, ushering, and so much more.

The School of Theatre Arts has grown to become one of the largest and most respected community theatre education programs in the country. We provide excellent training in all aspects of theatre life for over 1,600 students annually. Civic’s education programming prepares students for lifelong participation in the live theatre arts, often inspiring professional careers in all areas of theatre production.

About Grand Rapids, Michigan

Grand Rapids, Michigan is the second largest city in Michigan, and is the arts and cultural center of the entire West Michigan region. Grand Rapids Civic Theatre joins the Grand Rapids Symphony, Circle Theatre, the Grand Rapids Ballet, Broadway Grand Rapids, and Opera Grand Rapids as the premiere performing arts organizations in the community. A history in logging and furniture manufacturing has given way to bustling modern industries like health care, education, and manufacturing for the automotive and aviation industries, among others. Grand Rapids is home to an

exciting culinary scene, with new and different restaurants, breweries, distilleries, and wineries opening regularly. A comparatively low cost of living, exceptional public schools, expansive public lands and parks, and wonderful natural resources have earned Grand Rapids the distinction of having exceptionally high “quality of life” ratings.

More about Grand Rapids: <https://www.experiencegr.com/media/grand-rapids-fact-sheet/>